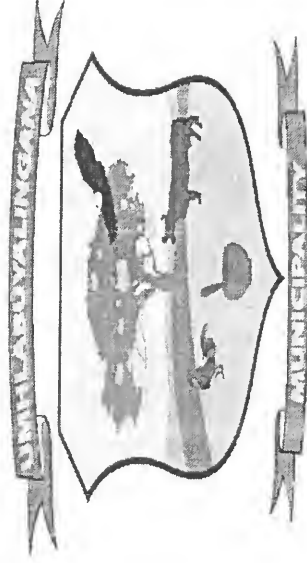


UMHLABUYALINGANA MUNICIPALITY



KZN 271 CIRCULAR 13 MFMA SDBIP 2015-2016

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

(S D B I P)

2015-16 BUDGET YEAR

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Introduction

Section 1 of the Municipal Finance Management Act (No.56 of 2003) defines the SDBIP as:

“A detailed plan approved by the mayor of a municipality in terms of section 53

(1)© (ii) For implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- (a) Projections for each monthly of-
 - (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter.

The municipal manager is responsible for the preparation of the SDBIP, which must be legally submitted to the mayor for approval once the budget has been approved by the council (around end-May or early-June).

However, the municipal manager should start the process to prepare the top-layer of the SDBIP no later than the tabling of the budget (around March or earlier) and preferably submit a draft SDBIP to the mayor by 1 May (for initial approval). Once the budget is approved by the Council, the municipal manager should merely revise the approved draft SDBIP, and submit for final approval within 14 days after the approval of the budget. The mayor should therefore approve the final SDBIP and performance agreement of the municipal manager public within 14 days, preferably before 1 July. Note that it is only the top layer (of high-level) detail of the SDBIP that is required to be made public.

It is the output and goals made public in the SDBIP that will be used to measure performance on a quarterly basis during the financial year. Note that such in-year monitoring is meant to be a light form of monitoring. The council should reserve its oversight role over performance at the end of the financial year, when the mayor tables the annual report of the municipality. The in-year monitoring is designed to pick up major problems only, and aimed at ensuring that the mayor and municipal manager are taking corrective steps when any unanticipated problems arise. The SDBIP serves a critical role to focus both the administration and council on outputs by providing clarity of service delivery expectations, expenditure and revenue requirements, service delivery targets and performance indicators.

The SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councilors, municipal manager, senior managers and community. A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council. It enables the municipal manager to monitor the performance of senior managers, the mayor to monitor the performance of the municipal manager, and for the community to monitor the performance of the municipality. The SDBIP should therefore determine (and be consistent with) the performance agreements between the mayor and the municipal manager and the municipal manager and senior managers determined at the start of every financial year and approved by the mayor. It must also be consistent with outsourced service delivery agreements such as municipal entities, public-private partnership, service contracts and the like.

The SDBIP concept

Municipal managers are encouraged to develop the SDBIP concept further so that it is meaningful and useful to managers. Many municipal managers will already have some form of management plan and the challenge is to develop such management plans as a SDBIP.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and end-of-year annual reports.

The SDBIP is essentially the management and implementation tool which sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services and the inputs and financial resources to be used. The SDBIP indicates the responsibilities and outputs for each of the senior managers in the top management team, the inputs to be used, and the time deadlines for each output. The SDBIP will therefore determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. The SDBIP should also provide all expenditure information ((for capital projects and services) per municipal ward, so that each output can be broken down per ward, where this is possible, to support ward councilors in service delivery information.

The SDBIP is also a vital monitoring tool for the mayor and council to monitor in-year performance of the municipal manager and for the municipal manager to monitor the performance of all managers in the municipal within the financial year. This enables the mayor and the municipal manager to be pro-active and take remedial steps in the event of poor performance. The SDBIP aims to ensure that managers are problem-solvers, who routinely look out for unanticipated problems and resolve them as soon as possible.

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The SDBIP also enables the council to monitor the performance of the municipality against quarterly targets on service delivery.

Being a management and implementation plan (and not a policy proposal), the SDBIP is not required to be approved by the council; it is however tabled before council and made public for information and for the purpose of monitoring. The SDBIP should be seen as a dynamic document that may (at lower layers of the plan) be continually revised by the municipal manager and other top managers, as actual performance after each month or quarter is taken into account. However, the top-layer of the SDBIP and its targets cannot be revised without notifying the council, and if there is to be changes in the service delivery targets and performance indicators, this must be with the approval of the council, following approval of an adjustment budget (section 54(1)(c) of MFMA). This council approval is necessary to ensure that the mayor of municipal manager do not revise service delivery targets downwards in the event where there is poor performance.

Timing and Methodology for Preparation of the SDBIP

Section 69 (3)(a) of the MFMA requires the accounting officer to submit a draft SDBIP to the mayor no later than 14 days after the approval of the budget and drafts to the performance agreement as required in terms of the section 57 (1)(b) of the municipal Systems Act. The mayor in accordance with section 53(1) (c) (ii) of the MFMA.

These are legal requirements and deadlines limits to assist a municipality to comply with the law-however, best practice suggests that this be done earlier by municipalities, starting with senior managers to draw up their second layer departmental SDBIPs in the early stages of the planning and budget preparation process in line with the strategic direction set in the IDP. The mayor and municipal manager should lead this process.

The municipality should ideally publish its draft SDBIP with its draft budget, or soon after as supporting documentation to assist its budget hearings process normally held at the end of March or in April. As noted above, the SDBIP should be submitted to the mayor by 1 May at the latest. If the draft SDBIP is to be provided for the budget hearings, the municipality may want to bring this date forward, or provide departmental SDBIPs as supporting information to the relevant committee around the end of March. In this case, the mayor will need to approve such departmental of draft SDBIP by mid-March. It should be noted that it is up to the municipality to determine extra detail, ad whether they wish to bring forward their deadlines for submission and approval. A municipality could also opt to have a high level SDBIP complete with ward break-downs for tabling and publication, but may also in addition make available lower layer departmental SDBIPs and other information as requested by council.

With careful planning of the budget process it may be possible for the mayor to approve the SDBIP on less than 7 days after the council approves the budget. Legally, to take into account of possible revisions to the budget, the Act allows for this to occur not later than 28 days after budget approval.

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets, set in the budget and IDP. It determines the performance agreements for the municipal manager and all top managers, whose performance can then be monitored through section 71 monthly reports, and evaluated through the annual report process.

Monthly Projections of Revenue by Source

Monthly Projections by Source	July 2014 R'00	Aug 2014 R'00	Sept 2014 R'00	Oct 2014 R'00	Nov 2014 R'00	Dec 2014 R'00	Jan 2015 R'00	Feb 2015 R'00	March 2015 R'00	April 2015 R'00	May 2015 R'00	June 2015 R'00	TOTAL AMOUNT
Property Rates	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	20,856,950
Revenue forgone Property Rate	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	(838,000)
Traffic Fines	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	400,000
Licensing (Leasers)	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	3,959,720
Services charged - waste	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	81,302
Interest & Investment Income	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	4,910,595
Transfers operational	33,729,500	-	-	30,999,500	-	-	30,999,500	-	-	30,999,500	-	-	126,728,000
Rent of Facilities & Equipment	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	306,834
Interest on outstanding Debt	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	690,714
Other Income	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	82,351
Capital Grants	36,406,706	2,677,206	2,677,206	33,676,706	2,677,206	2,677,206	33,676,706	2,677,206	2,677,206	33,676,706	2,677,206	2,677,206	157,178,466
	16,275,667	-	-	-	16,275,667	-	-	-	-	-	16,275,667	-	48,827,000.00
Total Revenue By Source (Balanced to Cash Flow)	52,682,373	2,677,206	2,677,206	33,676,706	18,952,873	2,677,206	33,676,706	2,677,206	2,677,206	33,676,706	18,952,873	2,677,206	206,005,466

Monthly Projections of Revenue & Expenditure by Vote

	July			August			September			October			November			December		
	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00
Expenditure and Revenue by Vote																		
Department - Executive and Council																		
Vote Council	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-
Vote Management	333,153	-	-	1,515,533	-	-	1,785,533	-	-	1,785,533	-	-	1,785,533	-	-	1,785,533	-	-
Department - Finance																		
Vote Budget and Treasury Office	892,300	-	82,870,481	2,286,264	25,000	3,095,591	2,286,264	25,000	2,165,591	2,286,264	25,000	2,165,591	2,286,264	25,000	42,544,924	2,286,264	25,000	2,165,591
Department - Corporate Services																		
Vote Administration and HR	549,004	-	-	1,002,540	25,000	-	1,002,540	25,000	-	1,002,540	25,000	-	1,002,540	25,000	-	1,002,540	25,000	-
Department - Planning & Development																		
Vote Technical Services	475,109	-	16,275,667	2,636,043	7,012,864	-	2,636,043	7,012,864	-	2,636,043	7,012,864	16,005,000	2,636,043	7,012,864	16,275,667	2,636,043	7,012,864	-
Department - Community Services																		
Vote Community & Social Services	1,067,372	-	7,578	1,951,851	-	6,775	1,951,851	-	6,775	1,951,851	-	6,775	1,951,851	-	6,775	1,951,851	-	6,775
Vote Library	118,931	-	2,550	161,401	-	523,863	161,401	-	1,863	161,401	-	1,863	161,401	-	523,863	161,401	-	1,863
Vote Traffic Department	442,159	-	385,160	755,146	-	363,310	755,146	-	363,310	755,146	-	363,310	755,146	-	363,310	755,146	-	363,310
Department - LED																		
Vote LED	337,459	-	-	777,947	431,333	-	777,947	-	-	777,947	-	-	777,947	431,333	-	777,947	-	-
Total By Vote	5,555,767	-	99,541,435	12,427,025	7,494,197	3,989,539	12,617,025	7,062,864	2,537,539	12,617,025	7,062,864	18,542,539	12,617,025	7,494,197	59,714,539	12,617,025	7,062,864	2,537,539

Monthly Projections of Revenue & Expenditure by Vote

	January			February			March			April			May			June		
	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00	Opex R'00	Capex R'00	Revenue R'00
Expenditure and Revenue by Vote																		
Department - Municipal Managers Office																		
Vote Council	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-	1,340,300	-	-
Vote Management	1,801,083	-	-	1,515,533	-	-	1,515,533	-	-	1,515,533	-	-	1,515,533	-	-	1,515,533	-	-
Department - Finance																		
Vote Budget and Treasury Office	1,017,997	27,106	674,710	2,286,264	25,000	2,165,591	2,286,264	40,404,333	2,165,591	2,286,264	25,000	2,165,591	2,286,264	25,000	2,165,591	2,286,264	25,000	2,165,591
Department - Corporate Services																		
Vote Administration & HR	965,939	-	-	1,002,540	25,000	-	1,002,540	25,000	-	1,002,540	25,000	-	1,002,540	25,000	-	1,002,540	25,000	-
Department - Technical																		
Vote Planning & Development	1,923,076	4,138,159	-	2,636,043	7,012,864	-	2,636,043	7,012,864	16,275,667	2,636,043	7,012,864	-	2,636,043	7,012,864	-	2,636,043	7,012,864	-
Department - Community Services																		
Vote Community & Social Services	79,424	-	8,647	1,951,851	-	6,775	1,951,851	-	6,775	1,951,851	-	6,775	1,951,851	-	6,775	1,951,851	-	6,775
Vote Library	1,892,473	-	2,460	161,401	-	523,863	161,401	-	1,863	161,401	-	1,863	161,401	-	523,863	161,401	-	1,863
Vote Traffic	499,195	-	357,340	755,146	-	363,310	755,146	-	363,310	755,146	-	363,310	755,146	-	363,310	755,146	-	363,310
Department - LED																		
Vote LED	552,266	145,998	-	777,947	431,333	-	777,947	-	-	697,046	-	-	777,947	-	-	777,947	-	-
Total By Vote	9,871,773	4,311,263	1,041,157	12,427,025	7,494,197	3,059,539	12,427,025	47,442,197	18,813,205	12,346,124	7,062,864	2,537,539	12,427,025	7,062,864	2,537,539	12,077,245	7,062,864	2,537,539

CASH FLOW (BUDGET): 2015-2016

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Bank balance	-	25,054,602	16,629,705	8,204,808	30,529,411	22,104,513	13,679,616	36,004,219	27,579,322	19,154,424	41,729,027	33,155,377	-
SOURCES INFLOW													
Property Rates	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	1,738,079	20,856,950
Revenue forgone Property Rate	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	69,833	(838,000)
Traffic Fines	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	400,000
Licensing (Leasers)	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	329,977	3,959,720
Services charged - waste	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	6,775	81,302
Interest & Investment Income	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	409,216	4,910,595
Transfers operational	33,729,500	-	-	30,999,500	-	-	30,999,500	-	-	30,999,500	-	-	126,728,000
Rent of Facilities & Equipment	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	25,570	306,834
Interest on outstanding Debt	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	57,560	690,714
Other income	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	6,863	82,351
TOTAL INFLOW	36,406,705	2,677,206	2,677,206	33,676,706	2,677,206	2,677,206	33,676,706	2,677,206	2,677,206	33,676,706	2,677,206	2,677,206	157,178,466
CASH OUTFLOW													
Salaries, wages & allowances	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	3,186,452	38,237,419
Councillors remuneration	829,583	829,583	829,583	829,583	829,583	829,583	829,583	829,583	829,583	829,583	829,583	829,583	9,955,000
Debt Impairment	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Materials	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	2,018,819	24,225,828
Finance Charges	8,833	8,833	8,833	8,833	8,833	8,833	8,833	8,833	8,833	8,833	8,833	8,833	106,000
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	211,667	211,667	211,667	211,667	211,667	211,667	211,667	211,667	211,667	211,667	211,667	211,667	12,000,000
Other general Expenses	5,098,750	4,846,750	4,846,750	5,098,750	4,846,750	4,846,750	5,098,750	4,846,750	4,846,750	4,846,750	4,995,503	4,846,750	2,540,000
TOTAL OUTFLOW	11,352,103	11,102,103	11,102,103	11,352,103	11,102,103	11,102,103	11,352,103	11,102,103	11,102,103	11,102,103	11,250,856	27,102,103	150,124,000
Surplus /Deficit	16,275,667	-	-	-	16,275,667	-	-	-	-	-	16,275,667	-	48,827,000
Capital Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank balance	25,054,602	16,629,705	8,204,808	30,529,411	22,104,513	13,679,616	36,004,219	27,579,322	19,154,424	41,729,027	33,155,377	8,730,480	55,881,468

CAPITAL ESTIMATES - CASHFLOW

SUMMARY	WARD	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
TECHNICAL SERVICES														
Ezindlovini masulumane road	Ward 11			510,371	525,000	525,000	947,926	1,184,907	1,184,907	1,421,888	285,766			6,887,880
Nsukumbili velabusha Bridge	Ward 4			510,371	525,000	525,000	947,926	1,184,907	1,184,907	1,421,888	811,886			7,438,120
Nsukumbili Velabusha Road	Ward 8											215,000		300,000
Egagazi Access Road	Ward 10			420,000	708,234	1,165,234	765,623	601,455	536,500	347,000	240,566	215,000		5,000,000
Manguzi Multi Purpose Centre	Ward 09			420,000	708,234	1,165,234	765,623	601,455	536,500	347,000	240,566	215,000		5,000,000
Luwane Community Centre	Ward 17			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Welcome Community Centre	Ward 06			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Kwabula Community Centre	Ward 14			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Mlamula Community Centre	Ward 1			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Pheleandaba Community Centre	Ward 15			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Mangakulana Community Centre	Ward 9			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Ndwangu Causeway	Ward 12			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Ward 17 Causeway	Ward 17			210,000	864,000		665,623	167,040	269,770	449,616	179,846	47,328		1,200,000
Hlokhoko Community Centre	Ward 13			210,000	608,234	565,622	665,623	501,455	258,000	300,000	240,566	150,500		3,500,000
Security and Gate House	Administration			200,000										200,000
Manaba	Ward 15			250,000			250,000							200,000
Mboza electrification	Ward 13	875,000	610,000	675,000	675,000	350,000	415,000	200,000						500,000
sbhweni-ntshongwe electrification	Ward 7	875,000	610,000	675,000	675,000	450,000	415,000	200,000						6,300,000
ward 8 Electrification	Ward 8		735,000		420,000	1,110,000	1,285,000	1,220,000	775,000	775,000	440,000	400,000	340,000	5,500,000
Manaba Sportfield	Ward													2,700,000
Mseleli Sportfield	Ward 05													525,250
Zamazama Sportfield	Ward				20,000	78,000	200,000	200,000	432,000	10,000	10,000			651,000
Bhekabantu Sportfield	Ward 9	367,500	607,500	500,000										450,000
Vehicles; Disaster, Traffic	Administration			1,200,000				1,200,000			1,200,000			1,500,000
Website Development	Administration			150,000							150,000			3,600,000
Network Infrastructure	Administration			150,000										300,000
Firewall	Administration			240,000										150,000
Lightning Conductor	Administration			350,000										150,000
Jaws of life	Administration			500,000										1,200,000
Solar Energy	Administration			413,029										350,000
Manguzi/Mbazwana Town steelight(led)	Ward 17			400,000									500,000	2,000,000
Shops(communitiy)	Administration												413,028	1,652,114
Shelters	Administration				36,000			66,000	355,300	42,700				400,000
														1,000,000
FINANCIAL SERVICES														
Computers	Administration													
Furniture	Administration				100,000			100,000			100,000			300,000
LIBRARY DEPARTMENT														
Computers	Administration													
Furniture & Equipment	Administration													
TRAFFIC DEPARTMENT														
Computers	Administration													
Furniture and equipment	Administration													
LOCAL ECONOMIC DEVELOPMENT														
Furniture and equipment	Administration													
Street Lights	Administration													
COMMUNITY SERVICES														
Municipal Skips	Administration													
		2,217,500	2,562,500	9,393,771	9,918,444	9,918,444	12,230,109	11,244,441	7,608,653	8,577,737	5,863,006	2,128,656	1,253,028	84,754,364

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Quarterly Projections for Service Delivery Targets and other Performance Indicators																				
Vide Indicator	Unit of Measurement	Annual Target	Quarter Ending September 2015		Quarter Ending October 2015		Quarter Ending March 2016		Quarter Ending June 2016											
			Budget	Actual	Projected	Actual	Projected	Actual	Projected	Actual										
Explanation of Variance																				
Department – Municipal Managers Office																				
4PA: Municipal Financial and Administrative Indicators																				
1. Executive Office																				
Report on implementation of budget	Submitted quarterly report to Council	4	HR	1	1		1		1											
Performance indicators in S O B I P	Made Public in July 2015	1	HR	1																
Performance agreements in S O B I P	Made Public in July 2015	1	HR																	
Process 2015/2016	Tabled in August 2015	1	HR	1																
Mid year performance assessment report	Tabled in January 2016	1	HR																	
Adjustment budget	Tabled in January 2016	1	HR																	
Annual Report	Tabled in January 2016	1	HR																	
Debt budget, revisions to IDP, resolutions and other related documents	Tabled in March 2016	1	HR																	
Advisory Committee of Auditors-General and Oversight report	Council resolution in March 2016	1	HR																	
Consultation on draft budget	No. of Meetings in April 2016	4	HR	1	1															
Report on community consultation	Annexed budget in May 2016	1	HR																	
Service Delivery and Budget Implementation Plan for 2015/16	Council Resolutions- Approve in May 2016	1	HR																	
2. Municipal Manager's Office																				
Monthly budget statements to Mayor and PT	No. of statements	12	HR	3	3		3		3											
Monthly budget statements and mid-year budget and Performance statement for 2014-15	Table in council January 2016	1	HR	1	1		1		1											
Consolidated report of waterworks	Table the report quarterly	4	HR																	
Report to council on expenditure incurred on staff salaries, wages, etc.	Submit the report quarterly in Council	4	HR	1	1		1		1											
Time schedule of key deadlines for Budget and IDP process for 2015-16	Made Public in August 2015	1	HR																	
Annual financial statements to Auditor-General - 2014/15	Submit in August 2015	1	HR	1	1		1		1											
IDP consultation processes starts in August 2015	No. of IDP & Budget steering committee meeting	1	HR	1	1		1		1											
Internal strategic Consultation processes for 2015	No. of Consultation forums meeting	4	HR	1	1		1		1											
Engage with national and provincial sector departments	Engage in October 2015	2	HR																	
QIP sector specific programmes for alignment with QIP	Letter of engagement in September 2015	6	HR	3	3		3		3											
Impact of office and service delivery levels on rates, tariffs, and	Inform community in November 2015	2	HR	1	1		1		1											
		1	HR																	

Code / Indicator	Unit of Measurement	Annual Target	Revised Target	Quarter Ending Oct 2015		Quarter Ending March 2016		Quarter Ending June 2016		Explanation of Variance
				Projected	Actual	Projected	Actual	Projected	Actual	
Department - Corporate Services										
KPA Municipal Infrastructure and Management										
1. Finance and Administration										
Draft budget 2016-17 proposals	Submitted to finance in December 2015	1					1			
Departmental Civil SOGP 2015-16	Submitted in January 2016	1					1			
Performance agreements and SOGP	Made public in July 2016	1								
KPA Municipal Transformation and Institutional Development										
Training Needs of Staff	No of Full council meetings	4		1		1		1		
	No of EKO meetings	12		3		3		3		
	No of portfolio meetings	12		3		3		3		
	No of Departmental meetings	12		3		3		3		
	No of Local Labour forum meetings	8		1		1		1		
	No of staff forums	2		2		2		2		
Travelling Needs of Staff	No of staff forums	49		9		9		34		
	Grant value		686,400		171600		171600		171600	
Review of the organization										
Appointment of one interim	Alignment of position to powers and function of the municipality and filling of vacant position	1		0			1		3	
Work-space Study Plan	Appointed by June 2015	3		0					1	
Annual Leave report	Proof of submitting to LOSEP on April 2015	1							3	
	No of report	12		3		3				
KPA Good Governance and Public Participation										
Review of HR policies										
Review of HR policies	No of policies to be reviewed	12		2		0		10		
Compilation of agendas and minutes										
Compilation of agendas and minutes	Grant value		432,400							
Performance agreements and SOGP	No of minutes and agenda	4		1		1		1		
Municipal Website	Made public in July 2014	5		5						
	No. of uploads (section 75 mfm)	100%								
Performance agreements and SOGP for 2014-15										
Performance agreements and SOGP for 2014-15	Made Public in July 2014	1		1						
Municipal newsletter	No of newsletter	4		1		1		1		
Publication of council meetings	No of publications	4		1		1		1		

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Quarterly Projections for Service Delivery Targets and other Performance Indicators

Use / Indicator	Use of Measurement	Annual Target	Revised Target	Quarter Ending September Projected	Quarter Ending December Projected	Quarter Ending March Projected	Quarter Ending June Projected	Actual	Actual	Actual	Actual	Explanation of Variance
1. <u>Local Transport</u> NPA, Municipal Transport (Mobility and Management)	Compilation Agenda & Minutes	12		3	3	3	3					
	Oral Budget 2015/16	1			1							
	Oral S O B IP 2015/16	1				1						
	Final S O B IP 2015/16	1					1					
	No. of Agendas and Minutes Submitted to Finance in December 2014											
	No. of Agendas and Minutes Submitted in February 2015											
	No. of Agendas and Minutes Submitted in May 2015											
	No. of departmental meetings	12		3	3	3	3	3				
	No. of MANCO meetings	12		3	3	3	3	3				
	No. of Portfolio Meetings	12		3	3	3	3	3				
2. <u>Local Transport</u> NPA, Municipal Transport (Mobility and Management)	Completion of agendas and minutes	12		3	3	3	3					
	No. of minutes and agendas											
	No. of vehicles stopped	15000		3000	3000	3000	3000					
	No. of vehicles stopped for speed timing	6000		1500	1500	1500	1500					
	No. of vehicles stopped for speed timing	6000		1500	1500	1500	1500					
	No. of Road blocks	12		3	3	3	3					
	No. of direct charge on durian during	12		3	3	3	3					
	No. of suspended Vehicles	24		6	6	6	6					
	No. of impounded vehicles	24		6	6	6	6					
	2 vehicle delivered in August 2014	100%										
3. <u>Local Transport</u> NPA, Basic Service Delivery and Infrastructure	No. of fire awareness campaigns	12	110000	3	0	3	0					
	Round value			27500	27500	27500	27500					
	No. of bookings	4500		1200	1200	1200	1200					
	No. of temporary drivers license issued	120		30	30	30	30					
	No. of PDPD issued and permits	800		200	200	200	200					
	No. of Renewal of drivers license	800		200	200	200	200					
	No. of bookings	2860		720	720	720	720					
	No. of Disabled learners issued	72		18	18	18	18					
	Round Value		(3 959, 720)	(983 330)	(983 330)	(983 330)	(983 330)	(983 330)				
	Disability permit and disability form	2		1	1	1	1	1				
4. <u>Local Transport</u> NPA, Basic Service Delivery and Infrastructure	Round Value		105600	52800	52800	52800	52800					
	No. of programmes	5		2	2	2	2					
	No. of programmes	2	211200	211200	211200	211200	211200	211200				
	Round Value		1300000	600000	600000	600000	600000	600000				
	No. of programmes	8		2	2	2	2					
	Round Value		201027	502557	502557	502557	502557	502557				
	No. of programmes	9		2	2	2	2					
	No. of programmes	4	45000	112500	112500	112500	112500	112500				
	Round Value		1244500	311200	311200	311200	311200	311200				
5. <u>Local Transport</u> NPA, Basic Service Delivery and Infrastructure	No. of learners	360		90	90	90	90					
	No. of learners	720		180	180	180	180					
	No. of learners	1000		250	250	250	250					
	No. of book orders performed	1000		250	250	250	250					
	No. of audio visual circulation	480		120	120	120	120					
	No. of audiobooks	1		0	0	0	0					
	No. of programmes	1		0	0	0	0					
	No. of programmes	1		0	0	0	0					
	No. of audiobooks	1		0	0	0	0					
	Round Value		87 648	21912	21912	21912	21912	21912				

Vote / Indicator	Units of Measurement	Annual Target	Revised Target	Quarter Ending September		Quarter Ending December		Quarter Ending March		Quarter Ending June		Explanation of Variance
				Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	
Department of Technical and Planning												
4. Urban Planning & Development												
Vote: Planning and Administration												
Completion of agendas	No. of agendas for portfolio meetings	12		3		3		3		3		
Draft budget 2015/16 proposals	Submit to finance in December 2014	1				1						
Finalize 2015/16 proposals	Submit in February 2015	1										
Finalize 2015/16 proposals	Submit by 20 May 2015	12		3		3		3		3		
Finalize 2015/16 proposals	Finalize by 20 May 2015	12		3		3		3		3		
Vote: Infrastructure												
Municipal Access roads: Endlovini-Masuluma road	No. of km's completed by June 2018	4	6887840	1721970		1721970		1721970		1721970		
	Rand Value											
Municipal Access roads: Nkumbul Vabusha Road	No. of km's completed by June 2018	4	7438120	1859530		1859530		1859530		1859530		
	Rand Value											
Municipal Access roads: Sakaazangoma Road	No. of km's completed by June 2016	4	5000000	1250000		1250000		1250000		1250000		
	Rand Value											
Municipal Access roads: Eganzi Access Road	Completion certificate	1	5000000	1250000		1250000		1250000		1250000		
	Rand Value											
Municipal Access roads: Nkumbul Bridge	No. of km's completed by June 2018	2	3000000	750000		750000		750000		750000		
	Rand Value											
Integrated Electrification: Mboze	No. of households connected to electricity by June 2018	250	6300000	1575000		1575000		1575000		1575000		
	Rand Value											
Integrated Electrification: Shabweni	No. of households connected to electricity by June 2018	250	5500000	1375000		1375000		1375000		1375000		
	Rand Value											
Integrated Electrification: Mambisa	No. of households connected to electricity by June 2018	250	5500000	1375000		1375000		1375000		1375000		
	Rand Value											
Sports Grounds: Mambisa	Completion certificate by June 2016	100%	500000	125000		125000		125000		125000		
	Rand Value											
Sports Grounds: Mambisa Sportfield	Completion certificate by June 2016	100%	525250	131250		131250		131250		131250		
	Rand Value											
Sports Grounds: Zamaama Sportfield	Completion certificate by June 2016	100%	651000	162750	0	162750		162750		162750		
	Rand Value											
Sports Grounds: Buhabeni Sportfield	Completion certificate by June 2018	100%	450000	112500		112500		112500		112500		
	Rand Value											
Vegetation access to municipal gate	Completion certificate by June 2016	100%	1400000	375000		375000		375000		375000		
	Rand Value											
Cashiers office	Completion certificate by June 2016	100%	200000	200000		200000		200000		200000		
	Rand Value											
Shelters	Completion certificate by June 2016	100%	0	0		0		0		0		
	Rand Value											
Mangos Mall Centre	Completion certificate by June 2016	100%	1000000	250000		250000		250000		250000		
	Rand Value											
Luhlena Community Centre	Completion certificate by June 2016	100%	3500000	875000		875000		875000		875000		
	Rand Value											
Welcome Community Centre	Completion certificate by June 2016	100%	2500000	875000		875000		875000		875000		
	Rand Value											
Kwambulu Community Centre	Completion certificate by June 2016	100%	3500000	875000		875000		875000		875000		
	Rand Value											
Mambisa Community Centre	Completion certificate by June 2016	100%	3500000	875000		875000		875000		875000		
	Rand Value											
Macozongweni Community Centre	Completion certificate by June 2016	100%	3500000	875000		875000		875000		875000		
	Rand Value											
Mangaladuna Community Centre	Completion certificate by June 2016	100%	3500000	875000		875000		875000		875000		
	Rand Value											
Nwongga Community	Completion certificate by June 2016	100%	1200000	300000		300000		300000		300000		
	Rand Value											
Ward 17 Community	Completion certificate by June 2016	100%	1200000	300000		300000		300000		300000		
	Rand Value											
Macozongweni Community Centre	Completion certificate by June 2018	100%	3500000	875000		875000		875000		875000		
	Rand Value											
Other Assets	Completion of condition by June 2018	100%	10002114	2650575		2650575		2650575		2650575		

Chief Financial Officer

Municipal Manager